

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Provo Office and Western Region Administration
150 East Center St., 5100
Provo, UT 84606
374-7005

Records Officer Linda Bright

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AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19581

3

TITLE: Adoption applications denied

DATES: 1970-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are denials pertaining to the adoption of children. They indicate the reasons for Child and Family Services' denial of adoption applications. They include a profile summary of the adoptive family which contains parent surname, religion, income, education, occupations, and children's names and ages.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 20.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19581

TITLE: Adoption applications denied

(continued)

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19580

3

TITLE: Adoption case files

DATES: 1970-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain 25 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19580

TITLE: Adoption case files

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on the Juvenile Court Act. Retention is comparable to Wisconsin RLIN record WIHV86-A1641. Utah Administrative Code, R817-3-8 (1989), which specifies that adoption records be retained permanently.

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19582

3

TITLE: Adoption home studies

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, the department determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, and family records.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 21.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19582

TITLE: Adoption home studies

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19583

3

TITLE: Adoption subsidy payment records

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These records document subsidy payments to adopting families and are used to track eligibility and provide an audit trail. State subsidies may be one time, time-limited, or long-term, depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long-term maintenance subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

AUTHORIZED: 03/08/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19583

TITLE: Adoption subsidy payment records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed
by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 22169

3

TITLE: Child and Family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtousy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 09/20/1999

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 22169

TITLE: Child and Family Services family case records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19584

3

TITLE: Child protection alert files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document alerts generated by all states when they are unable to locate a family who has been charged or when alleged charges have been made against them which may include, but are not limited to abuse, assault, and neglect. When the perpetrators are found, the requesting agency is notified and action is taken.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 23.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19584

TITLE: Child protection alert files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19585

3

TITLE: Child protective services investigation case files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19585

TITLE: Child protective services investigation case files

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-513 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19587

3

TITLE: Custody evaluation files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are reports compiled by investigators and submitted to the court indicating which natural parent the agency believes should have custody of the children in a divorce case. Information includes family history, expenditures, living conditions, and victim information.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 26.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on and complies with Federal Title XIX guidelines.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19587

TITLE: Custody evaluation files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19568

3

TITLE: Denied substitute care applications

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are denials of applicants seeking to adopt. Information includes application for adoption, adoptive family photos, foster home records pertaining to the child, the child's medical record, original parent's medical history, correspondence regarding the case, court medical assistance records, social evaluations and names of original parents and children, certificates of license from adoption agency, history of events concerning the adoption, and case study summaries.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 5.

AUTHORIZED: 01/07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19568

TITLE: Denied substitute care applications

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 17513

3

TITLE: Domestic violence files

DATES: 1989-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

RETENTION:

Retain 28 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/20/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 27 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 17513

TITLE: Domestic violence files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19586

3

TITLE: Domestic violence shelter treatment records

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19586

TITLE: Domestic violence shelter treatment records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 26964

1

TITLE: Family case files Orem Office

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 25 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 26964

TITLE: Family case files Orem Office

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a),(b),(f),(h) and (2)(d)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304(1),(2),(3)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19588

3

TITLE: Foster parent provider eligibility files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document eligibility requirements for foster parents. They are used by case workers for administrative purposes and to disburse payments made to those foster parents for their services. Information includes eligibility documents, reference letters, medical forms, Bureau of Criminal Identification cards, release forms, computer forms, training documentation, case worker's notes, contracts, home studies, and licenses.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 27.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19588

TITLE: Foster parent provider eligibility files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63020303 (2008)

Private. UCA 63G-2-103 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19593

3

TITLE: Interstate compact placement home studies case files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document information collected to determine whether or not a family and home are appropriate for the placement of children currently in foster care. If the home is determined to be suitable, children may be released from the custody of the Division of Child and Family Services to the approved family and home. Information includes criminal background checks, autobiographies, physical, psychiatric, and psychological examinations, interviews, income information, and home study evaluations.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 32.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19593

TITLE: Interstate compact placement home studies case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 27204

1

TITLE: Medical eligibility case files

DATES: 1995-

ARRANGEMENT: Chronological thereunder alphabetical by client name

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 27204

TITLE: Medical eligibility case files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a)(b)(f) (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19579 3

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These reports document pacmis data records of clients receiving services from the Department of Human Services. They are computer printouts of individual clients. This is an incomplete description and we need to contact Jodie Talbot to schedule these. Nov. 20, 1991.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 5 years after case closes and then erase provided data is no longer needed.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration
SERIES: 19579
TITLE: Public assistance case management information system reports (PACMIS)

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19567

3

TITLE: Substitute care subsidy files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 01/07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19567

TITLE: Substitute care subsidy files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 10467

3

TITLE: Trust account bank statement records

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/15/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 10467

TITLE: Trust account bank statement records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 10466

3

TITLE: Trust account client files

DATES: 1976-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document trust account records and are used to monitor money received and expenditures. Information includes consumer name, identification number, payee name and address, supervisor, and payment data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 13888

3

TITLE: Warrant requests (FI 51

DATES: 1975-

ARRANGEMENT: Numerical by warrant number

ANNUAL ACCUMULATION:

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 03/28/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 6 years and then microfilm.

Paper copy: Retain in Office for 1 year after closure and then destroy.

APPRAISAL:

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 13888

TITLE: Warrant requests (FI 51

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19577

3

TITLE: Work incentive case files

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 14.

AUTHORIZED: 01/08/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Provo Office and Western Region Administration

SERIES: 19577

TITLE: Work incentive case files

(continued)

PRIMARY CLASSIFICATION:

Private